

Christopher Newport University

Policy: Electronic Payment Policy (including Credit Cards) **Policy Number: 3015**

Executive Oversight: Vice President for Finance and Planning/CFO
Contact Office: Business Office
Frequency of Review: Biennially
Date of Last Review: December 2022

A. PURPOSE

This Policy outlines the authority and responsibilities of university administrative personnel with regard to electronic payment services. As the need for electronic payment services may originate from a vendor or from a department within the University, this policy establishes the requirements to solicit and establish such services on behalf of the University.

B. POLICY STATEMENT

All University departments offering on-line or in-person payment options must use the payment gateway procured by the University.

Only the University Comptroller has authority to approve a contract that provides for electronic payment services to the University. An individual employee who executes a contract for such electronic payment services without express written authorization, acts without authority and may be personally responsible for the obligations of the contract.

C. PROCEDURES

Departmental Responsibilities: Any department seeking the ability to offer electronic payment options, whether on-line or in-person, must obtain approval from the University Comptroller.

Department of Procurement Services Responsibility: All solicitations for services that include an ability to pay with a credit card must require the following:

- (1) the vendor must allow the University to use its own credit card service provider for all electronic payments, and
- (2) the vendor must have the ability to interface with all appropriate Banner modules.

Prior to a contract award, the University Comptroller and the Chief Information Officer, or their designated representatives, must review all responses to such solicitations to ensure that

these conditions are met. If the conditions cannot be met, approval to proceed with the contract must be granted by the Vice President for Finance and Planning/CFO, or designee. Additionally, if the exception pertains to the Banner interface, the Chief Information Officer must provide a date by which the Banner interface will be written and executed.

D. DEFINITIONS

Electronic payment services: Electronic payment services include payments to the University by credit card, e-check or other electronic means.

Payment gateway: The payment gateway is an application service provider that is used to authorize payments and transfer information between a software application and the merchant provider. The payment gateway protects the data by encrypting sensitive information to ensure that it passes securely between the customer and the merchant and also between the merchant and the bank.

Banner: The integrated suite of enterprise-wide applications supporting the University's student, finance, financial aid, and advancement systems.

E. APPROVAL AND REVISIONS

Approved By: Executive Vice President, September 1, 2009
Revision 1: Policy Committee, January 10, 2018
Revision 2: Policy Committee, November 11, 2020
Revision 3: Policy Committee, December 6, 2022

F. NEXT REVIEW DATE: Fall 2024